

United States Postal Service
Postage Meter Activity Report

Check One
☐ Installation ☐ Replacement
☐ Withdrawal

Meter Manufacturer's Code
01 ☐ Ascom Hasler 03 ☐ Postalia 05 ☐ Other
02 ☐ Pitney Bowes 04 ☐ Neopost

A. Reason for Meter Activity

1. ☐ New Meter
2. ☐ License Revocation
3. ☐ Mechanical Failure (Not QAR)
4. ☐ Question of Accurate Registration
5. ☐ Model Change
6. ☐ Fire/Flood
7. ☐ Electronic Failure (Not QAR)
8. ☐ Change of PO
9. ☐ Cancellation
10. Explanation/Description of Failure

B. Licensee Information

1. Customer Name (As it appears on license certificate)
2. Licensing Post Office, City, State, and ZIP Code
3. License Number (As it appears on license certificate)
4. Manufacturer Customer Account Number
5. Manufacturer Reference Only

C. Meter Location

1. Street Address (No., street, suite no.)
2. City, State, ZIP + 4
3. Contact Person Name
4. Telephone Number ()
5. Contact Person Signature (Optional)
Affix Sample Meter Strip (1 per copy) or Write in Information in the Spaces Below
6. Name of Post Office/Classified Branch and State
7. ZIP Code Designation
8. Military APO/FPO

D. Withdrawn Meter Information

1. Model Number
2. Date Withdrawn
Type of Meter (Check one)
4. ☐ Decimal ☐ Non-Decimal (.001) ☐ Non-Decimal (.01)
5. ☐ CMRS
6. ☐ Penalty CMRS
7. ☐ Manual Set
8. ☐ Penalty Manual Set
3. Serial Number
9. CMRS Account Number
10. Fed. Agency Code - Cost Code
11. Locking Seal Number

E. Installed Meter Information

1. Model Number
2. Date Installed
Type of Meter (Check one)
4. ☐ Decimal ☐ Non-Decimal (.001) ☐ Non-Decimal (.01)
5. ☐ CMRS
6. ☐ Penalty CMRS
7. ☐ Manual Set
8. ☐ Penalty Manual Set
3. Serial Number
9. CMRS Account Number
10. Fed. Agency Code - Cost Code
11. Locking Seal Number

Register Readings at Time of Withdrawal

12. Ascending Register
13. Descending Register
14. Control Total
15. MATS Control Total

Register Readings at Time of Installation

12. Ascending Register
13. Descending Register
14. Control Total
15. MATS Control Total

F. Refunded/Transferred Postage

1. ☐ Amount of Refund * \$
2. ☐ Amount of Transfer to Installed Meter \$
3. ☐ Amount of Credit to CMRS Account \$
Refund/Transfer Was 4. ☐ Issued 5. ☐ Not Issued
Not Issued Reason 6. ☐ Exceeds Local Limit 7. ☐ Not Determined
8. Refund Request Forwarded to USPS Office (City and State)
9. CMRS Account Number
10. CMRS Clear Code
11. * If refund check is to be mailed to a location other than the meter location, enter that address here

G. Manufacturer's Authorized Representative

1. Telephone Number
2. Dealer/Branch Office Code
3. Date
The submission of a false, fictitious, or fraudulent statement can result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001)
4. Signature of Manufacturer's Authorized Representative

H. Postal Service Representative

1. Printed Name
2. Title
3. Signature
4. Finance No.
5. Post Office, Station, or Branch Location
Round Stamp Required